

# Draft Letter

[date]

Inspection Services Administration  
Victorian Building Authority  
PO Box 536  
MELBOURNE VIC 3000

Dear Sir/Madam

**BUILDING ORDER REFERRAL**  
**[SITE ADDRESS]**

On [date] I issued and served a building order to [name] concerning building work at [address]. The building order served has not been complied with and the time for compliance has passed.

As the property owner has failed to comply with the building order, I now refer this matter to the VBA pursuant to section 115 of the *Building Act 1993*.

I confirm this referral is made within 14 days of the final date for compliance specified in the Building Order.

Please find enclosed, documents which substantiate my referral:

- Copy of Building Notice issued (if applicable)
- Copy of Building Order
- Proof that the Building Order was served
- Proof of current ownership
- Copy of building permit (if applicable)
- Copy of reference documents, including photographs (if applicable)
- Copy of representations to the building order received.

Your Sincerely

Your Name  
Your Company